

Tenancy Committee Charter

Purpose and goals

The Tenancy Committee exists to provide the retail industry with a centralised platform of thought leadership specific to retail tenancy and leasing practices. The committee, consisting of leading property and leasing professionals provides guidance to the ARA and its members on:

- Legislative and regulatory developments
- Turnover and sales reporting
- Transparent tenancy arrangements
- Leasing strategies
- Codes of practice
- Suburban precinct revival
- Energy in embedded frameworks
- Shopping centre security and safety

The ARA's Tenancy Committee helps retailers succeed by advocating to governments and regulators on these and other issues, on both a reactive and proactive basis.

Roles and responsibilities

Committee members are expected to show leadership in developing recommendations for policy in the field of retail tenancy on behalf of the retail industry. Specifically, the Committee should develop policy which ensures both government, industry, and key stakeholders have a sound understanding of retail leasing best practice. To facilitate this aim, the roles and responsibilities of the committee are as follows:

Membership

- 7 advisory members
- Expected to attend committee members
- Active participation in thought leadership
- Actively recruit appropriate new members to the committee as required

Committee Chairperson

Prior to a committee meeting, the chairperson will:

- Consult with the Secretariat on all matters to be discussed at meetings
- Supervise and prepare, together with the Secretariat, the agenda for the meeting
- Review the minutes and ensure they are sent out to members with sufficient notice before a subsequent committee meeting
- Be acquainted with reports, correspondence, business etc., which is to be presented at the meeting

During meetings, the chairperson will:

- Open the meeting
- Conduct the business of the meeting in accordance with the order of the agenda
- Allow free and, if necessary, formal debate which allows all committee members the opportunity to speak
- Close the meeting when all matters are attended to

Secretariat

- Ensure requirements for meeting location are met and times and locations are circulated
- Ensure a quorum of seven is present for each meeting and manage apologies
- Draft and check the minutes for the chairperson's approval
- Compile minutes for meetings and circulate to all committee members three weeks in advance of next meeting
- Settle the agenda items with the chairperson and provide all committee members draft agenda
- Manage the papers and committee matters in an orderly way for reference and policy development
- Provide information as required or requested to the committee

Length and scope of membership

Membership will be maintained for a twelve-month duration, however, in volunteering time to the committee, there is no specific term of assignment. Annual review of the committee profile is required to allow an orderly process for members to either transition or remain in situ.

Chairperson succession is informal with the nomination of a new chair as the key representative of the committee to be determined by the committee members. The chairperson can hold the position for successive years on the vote of committee members.

Accountability

Accountability of all committee members extends to the following points:

- Consideration for the needs and best interests of the committee as a whole
- Contribution to collective discussion in a professional and inclusive way
- Maintaining confidentiality outside of the committee meeting to ensure respect for industry intelligence
- Inclusive and collegial behavior to ensure the culture of the committee encourages contribution
- Ensuring timely attendance and remaining respectful of professional protocol
- Reading and reviewing minutes and preparing notes in advance of committee meetings
- Directing all grievances or concerns in a professional way to the committee chairperson

Meeting schedules

Tenancy Committee meetings will be held four times per year with the following proposed dates for 2020:

- 10am-12pm
- February 27, May 28, August 27, November 26

Reports

Reports will be generated post-meeting to capture the directives in three broad agenda areas:

- Industry policy review: reporting on current ARA policies relating to tenancy
- Key messages: summary of policy consideration and representation to government
- Critical issues of concern: Summary of key areas of discussion and gathering of industry intelligence

Each of these reports will inform future agenda items and provide the basis of industry communication.